

## **ENERGY EDUCATION GRANT FINAL REPORT REQUIRED CONTENTS**

1. Cover Sheet: Who are you?  
Include project title; grant number(s) (e.g. EEG-456); grantee name(s), school, school district, and county; date of report; and signature(s).
2. Project Activities: What were your project goals and activities?  
Discuss all activities performed during the grant period; summarize the initial goals of your project and how your project activities met those goals. Describe what students learned, and how this grant allowed you to better teach those concepts. Please include the number of students that were involved in the project and, if applicable, the number of other individuals reached by your project (e.g., the number of audience members at an assembly/performance, or the number of attendees at an Energy Fair). Was your project a success?
3. Involved Parties: Who participated and who helped?  
Identify all involved parties including, for example, you, other teachers/staff/administrators at your school, speakers, community organizations, parents, mentor students, utilities, non-profit groups, local businesses, etc. and their role in your project.
4. Energy Savings: How much money or energy did your project save, if applicable?  
Identify the amount of energy savings produced by your project (e.g., the dollar amount saved by students' families by implementing suggestions from an energy audit, or the kWh or dollar amount saved by the school as a result of student energy patrols), if measured.
5. Replicability and Sustainability: How will this project continue?  
Discuss how the project will be replicated and sustained after the Energy Education grant. Identify any additional lessons learned with respect to the project that might assist others who wish to replicate your project in the future.
6. Kids' Flex Your Power Activity Kit  
Identify the number of home energy audits completed, if applicable.
7. Budget: How did you spend your funds?  
Identify the amount of your grant and supply a line-item budget reflecting your actual expenditures. Please send copies of your receipts, making sure to keep your originals for your own records. If you have not expended the total amount of your grant by the time your project is finished, please state the amount you have left over and indicate how you would like to spend those funds (they must be spent on related activities or materials, e.g. additional books, a field trip, project supplies for next year, etc.)
8. Program Issues  
Discuss any program issues and/or problems, if applicable. Discuss the impact of these issues on the project's effectiveness and how the issues were resolved.

9. Equipment

For the purposes of this grant, equipment is defined as products or commodities whose purchase price exceeds \$200.00. In your report, list all equipment purchased by the grant award and how it was used. If allowed to retain the equipment, how will it further the original purpose of the Energy Education Program (to teach school children about energy conservation and efficiency)? In addition, a "Transfer of Equipment Title" form, complete with your principal's signature, must be filed with your final report in order for your school to retain equipment purchased. Furthermore, you are responsible for ensuring that this equipment remains at your school site; it is your responsibility to ascertain the procedural process your school follows for this purpose.

10. Attachments

Please include samples of pictures, videos, drawings, reports, etc. that resulted from your project. Please note that these items will not be returned and may be added to our website.

Submit three copies to:

STATE AND CONSUMER SERVICES AGENCY  
915 CAPITOL MALL, SUITE 200  
SACRAMENTO, CA 95814  
ATTENTION: TIFFANY GOLDEN